

Board Agenda Item
September 28, 2005

PRESENTATION -1

Park Authority Workforce Survey

The Park Authority conducted a survey of its full-time employees to determine the level of employee satisfaction and engagement. These factors are important to customer service and mission performance.

Information will be presented on the results of the survey to include comparison with the vendor normative data comparing Park Authority results to approximately 74,000 employees from public and private sector organizations. Also, information on the relationship of the survey results to employee effort and retention and the strategy for acting on survey results will be presented.

ENCLOSED DOCUMENTS:

Attachment 1: Fairfax County Park Authority 2005 Employee Satisfaction Survey,
Topline Results, May 2005 – Top Line Report Briefing Slides

Attachment 2: Employee Satisfaction and Engagement, Fairfax County Park Authority,
Survey Conducted by Business Research Lab

STAFF:

Michael A. Kane, Director

Timothy K. White, Deputy Director

Curt Dierdorff, Supervisor, Human Capital Development and Services

ADMINISTRATIVE - 1

Resolutions – Various Contributions to the Park Services Division

ISSUE:

Park Authority Board acceptance of cash contributions in the amount of \$182,092 and in-kind contributions in the value of \$35,158 from various donors in support of Park Services Division programs and operations and approval of the Resolutions of appreciation to specified donors.

RECOMMENDATION:

The Park Authority Director recommends acceptance of cash contributions in the amount of \$182,092 and in-kind contributions in the value of \$35,158 and approval of Resolutions expressing appreciation to various donors who contributed to the Park Services Division programs and operations.

TIMING:

Board action is requested on September 28, 2005.

BACKGROUND:

Over the past twelve months contributions have been received at a number of Fairfax County Park Authority facilities. Highlights of the contributions to be recognized with Board Resolutions are as follows:

- McDonald's Corporation cash contribution of \$7,000 to support the Arts in the Parks Children's Entertainment Series held at four outdoor amphitheaters every Saturday morning during summer season.
- Sully District's 2005 Starlight Cinema, a series of outdoor drive-in movies, was a resounding success. Centreville residents turned out in large numbers to enjoy four Saturday nights of free family friendly entertainment. The series received a total of \$31,000 in cash contributions from sponsoring organizations.
- CLIC (Camp for Low Income Children) began in 2005 and received a total of \$5,486 in cash contributions from sponsoring organizations to help recover part of the cost of Rec-PAC participants from low-income families. Rec-PAC is open to all and particularly targets families experiencing economic challenges.

Board Agenda Item
September 28, 2005

- Members of the corporate community and individual donors contributed \$14,398 to support the Parks and Community Together (PACT) summer camp scholarship program. The PACT project accommodates children from Fairfax County homeless and transitional housing shelters to participate in a two-week or summer-long camp program.
- During 2005, Fairfax Symphony contributed in-kind services valued at \$20,358 in support of the Sounds of Summer Concert Series. The partnership between the Fairfax County Park Authority and the Fairfax Symphony spans almost two decades.

FISCAL IMPACT:

Cash contributions in the amount of \$182,092 have been assigned to Fund 170, Park Revenue Fund (Donations) and dedicated to projects as specified by the donors.

ENCLOSED DOCUMENTS:

Attachment 1: List of Contributors, Park Services Division, 2005 Contributors & Donation Amounts

Attachment 2: Sample Resolution

STAFF:

Michael A. Kane, Director

Timothy K. White, Deputy Director

Charlie Bittenbring, Director, Park Services Division

Barbara Nugent, Manager, Leisure and Wellness Branch

John Berlin, Manager, Leisure and Wellness Programming Section

Sousan Frankeberger, Special Events and Volunteer Services, Leisure and Wellness Branch

ADMINISTRATIVE - 2

Resolutions – Various Contributions to the Resource Management Division

ISSUE:

Park Authority Board acceptance of contributions in the amount of \$33,758.83 from various donors in support of Resource Management Division programs and operations and approval of resolutions of appreciation to specified donors.

RECOMMENDATION:

The Park Authority Director recommends acceptance of contributions in the amount of \$33,758.83 and approval of the resolutions expressing appreciation to various donors who contributed to the Resource Management Division programs and operations.

TIMING:

Board action is requested on September 28, 2005.

BACKGROUND:

In FY 2005 contributions totaling \$33,758.83 were received at a number of Resource Management Division facilities. Highlights of the contributions to be recognized with Board resolutions are as follows:

- Datatel, Inc. donated \$1,500 for support of interpretive programs and operational activities at Ellanor C. Lawrence Park.
- The ExxonMobil Foundation donated a total of \$2,500 to Resource Management Division sites: \$1,000 for general support of the public programs and exhibits at Ellanor C. Lawrence Park; \$1,000 to match funds for volunteer hours at Green Spring Gardens; and \$500 in support of Sully Historic Site volunteers and operations.
- In memory of a Green Spring Gardens volunteer, Mr. Peter Howard donated \$500 to support the park's gardens.
- The Fairfax Audubon Society donated a total of \$700 to support the Backyard Habitat Garden at Green Spring Gardens.

Board Agenda Item
September 28, 2005

- Olsson Enterprises, Inc. donated \$282.86 to the Master Gardeners Program for advancement of their educational message at Green Spring Gardens.
- Dr. Thomas Wright donated \$1,031.63 to support exhibits at Green Spring Gardens.
- The Potowmack Chapter of the Virginia Native Plant Society donated \$3,000 to support intern work in gardens and education at Green Spring Gardens.
- BB&T donated \$500 to support the Resource Management Division Volunteer program.
- Ms. Lynne Jones donated a total of \$1,000 for general operations at Sully Historic Site.

In addition to the highlighted contributions, donations were also received from over 150 additional groups and individuals, as well as from numerous anonymous donors. The amounts of these additional contributions range from as little as \$.25 to as much as \$2,500.

FISCAL IMPACT:

Contributions in the amount of \$33,758.83 have been assigned to Fund 170, Park Revenue Fund (Donations) and dedicated to projects as specified by the donors.

ENCLOSED DOCUMENTS:

Attachment 1: Sample Resolution

STAFF:

Michael A. Kane, Director

Timothy K. White, Deputy Director

Cindy Messinger, Director, Resource Management Division

James Pomeroy, Acting Site Operations Manager, Resource Management Division

Mona Enquist-Johnston, Manager, Volunteer and Interpretive Services

Carol McDonnell, Manager, Sully Historic Site

Mary Olien, Manager, Green Spring Gardens Park

Leon Nawojchik, Manager, Ellanor C. Lawrence Park

Board Agenda Item
September 28, 2005

ADMINISTRATIVE - 3

Adoption of Minutes – September 14, 2005 Park Authority Board Meeting

ISSUE:

Approval of the minutes of the September 14, 2005 Park Authority Board meeting.

RECOMMENDATION:

The Park Authority Director recommends approval of the minutes of the September 14, 2005 Park Authority Board meeting.

TIMING:

Board action is requested on September 28, 2005.

FISCAL IMPACT:

None

ENCLOSED Documents:

Attachment 1: Minutes of the September 14, 2005 Park Authority Board meeting

STAFF:

Michael A. Kane, Director
Timothy K. White, Deputy Director
Nancy L. Brumit, Administrative Assistant

Board Agenda Item
September 28, 2005

ACTION - 1

FY 2007 Budget Submission, Fund 001, General Fund

ISSUE:

Approval of the FY 2007 General Fund (Fund 001) budget submission to the Department of Management and Budget (DMB).

RECOMMENDATION:

The Park Authority Director recommends approval of the FY 2007 General Fund (Fund 001) budget submission. **(This item was reviewed by the Budget Committee on September 14, 2005 and approved for submission to the Park Authority Board.)**

TIMING:

Board action is requested on September 28, 2005 and the submission is due to the Department of Management and Budget on September 29, 2005.

BACKGROUND:

The FY 2007 General Fund Budget Request for baseline is \$24,906,089. With the addenda for the top 5 issues, the FY 2007 General Fund Budget Request is \$26,192,066. The total request for revenue is \$2,433,758.

For FY 2007, the Department of Management and Budget has projected the baseline budget for merit salaries, pay for performance increases and salary vacancy as category totals rather than position by position. The baseline budget for FY 2007 Personnel Services is projected at \$22,056,256 as compared to the FY 2006 Adopted Budget Plan of \$21,151,604, an increase of \$904,652 for the effect of pay-for-performance.

The budget guidelines for FY 2007 state that Operating Expenses must equal the FY 2006 Adopted Budget and will remain at \$5,405,110. Guidelines do not permit for Baseline Capital Equipment and this is therefore submitted as an additional addendum request. Recovered Costs were increased from the FY 2006 Adopted Budget by \$105,580, for a total recovery of \$2,555,277.

Board Agenda Item
September 28, 2005

Revenue is derived from Leisure Service activities and has been projected for \$2,433,758 as compared to the FY 2006 Adopted Budget Plan of \$2,620,971, a decrease of 7.14 percent. The decrease is a combination of decline in camp registrations due to increased local competition by school booster camps and private vendors in certain camp categories, and also the continued long term decline in Arts and Performing Arts children's programs associated with the greater availability of free Fairfax County Public School's after school programs.

The Park Authority Budget Committee reviewed the Fund 001 issues on September 14, 2005. The FY 2007 budget submission includes addendum requests for \$1,285,977 for the top five issues in priority order to include: 1) Enhancing Community Connections; 2) Stewardship Initiative; 3) Critical Capital Equipment; 4) Youth At-Risk Program; 5) Turner/Clemyjontri. The Park Authority is also submitting other General Fund Issues, not in priority order, for \$2,007,784.

FISCAL IMPACT:

The total FY 2007 General Fund baseline request of \$24,906,089 and top five addenda request of \$1,285,977 total a budget request of \$26,192,066 with a Revenue budget of \$2,433,758. The Net Cost to the County if baseline and prioritized addenda are approved would be \$23,758,308.

ENCLOSED DOCUMENTS:

- Attachment 1: Fairfax County Park Authority FY 2007 General Fund (001), Budget Request by Category/Cost Center
- Attachment 2: General Fund (001) FY 2007 Issues
- Attachment 3: General Fund Focus
- Attachment 4: General Fund (Fund 001) Performance Measures
- Attachment 5: Fairfax County Park Authority FY 2007 Capital Equipment Request Summary by Cost Center, Fund 001

STAFF:

Michael A. Kane, Director
Timothy K. White, Deputy Director
Miriam C. Morrison, Director, Administration Division
Seema Ajrawat, Fiscal Administrator
Susan Tavallai, Senior Budget Analyst

Board Agenda Item
September 28, 2005

ACTION - 2

FY 2007 Budget Submission, Fund 170, Park Revenue Fund

ISSUE:

Approval of the FY 2007 Park Revenue Fund (Fund 170) budget submission to the Department of Management and Budget (DMB).

RECOMMENDATION:

The Park Authority Director recommends approval of the FY 2007 Park Revenue Fund (Fund 170) budget submission. **(This Item was reviewed by the Budget Committee on September 14, 2005 and approved for submission to the Park Authority Board.)**

TIMING:

Board action is requested on September 28, 2005 and the submission is due to the Department of Management and Budget on September 29, 2005.

BACKGROUND:

The FY 2007 Budget submission reflects a baseline expenditure submission of \$34,756,679 for Personnel Services, Operating Expenses, Capital Equipment, Recovered Cost, and Debt Service and \$34,924,479 with addenda items. FY 2007 revenue is projected at \$35,131,718 and includes the impact of addenda items. The Net Revenue, with addenda is projected at \$207,239. FY 2007 is the first year of principal and interest payment for the Laurel Hill Note increasing debt costs by \$754,001 from the FY 2006 Adopted Budget Plan or 70 percent.

Three addenda are requested with net costs of \$60,000 and include the following:

- \$0 impact for the establishment of Resource Management Division Administrative Assistant III Position. This position will be filled on a cost recovery basis with no impact to expenditures.
- \$0 impact for the establishment of Resource Management Division Park/Recreation Specialist I. This position will be filled on a cost recovery basis with no impact to expenditures.
- \$60,000 for necessary staff development training

Board Agenda Item
September 28, 2005

FISCAL IMPACT:

The Park Revenue Fund (170) for FY 2007 will have a Net Revenue of \$207,239 resulting from total revenue of \$35,131,718 and total expenditures of \$34,924,479. This includes \$35,023,918 for baseline revenue and \$34,756,679 for baseline expenditure and \$60,000 for the net cost of the addenda.

ENCLOSED DOCUMENTS:

- Attachment 1: Fairfax County Park Authority FY 2007 Park Revenue Fund (170)
Budget Request
- Attachment 2: Fairfax County Park Authority FY 2007 Park Revenue Fund (170)
Fund Statement
- Attachment 3: Revenue Fund (170) - FY 2007 Issues
- Attachment 4: Revenue Fund Focus Section
- Attachment 5: Revenue Fund (Fund 170) Performance Measures
- Attachment 6: Fairfax County Park Authority FY 2007 Capital Equipment Request
Summary by Cost Center, Fund 170

STAFF:

Michael A. Kane, Director
Timothy K. White, Deputy Director
Miriam C. Morrison, Director, Administration Division
Seema Ajrawat, Fiscal Administrator
Susan Tavallai, Senior Budget Analyst

Board Agenda Item
September 28, 2005

ACTION - 3

FY 2007 Budget Submission, Fund 303, General County Construction Fund

ISSUE:

Approval of the FY 2007 General County Construction Fund (Fund 303) budget submission to the Department of Management and Budget (DMB).

RECOMMENDATION:

The Park Authority Director recommends approval of the FY 2007 General County Fund (Fund 303) budget submission. **(This Item was reviewed by the Budget Committee on September 14, 2005 and approved for submission to the Park Authority Board.)**

TIMING:

Board action is on September 28, 2005 and the submission is due to the Department of Management and Budget on September 29, 2005.

BACKGROUND:

The Park Authority Budget Committee reviewed the Fund 303 issues on September 14, 2005. The FY 2007 Budget submission for Fund 303 amounts to \$14,029,663. The FY 2007 request includes:

- \$1,242,000 for routine operational maintenance of park facilities such as trails, tennis, playgrounds, bridges, picnic areas, sidewalks, etc.
- \$520,000 for park facility maintenance needed for equipment, buildings and support systems
- \$2,439,261 for the continuation of the athletic field maintenance program on 275 park athletic fields
- \$625,000 for critical repair and stabilization of new properties conferred to the Park Authority and to reestablish a \$200,000 contingency fund
- \$1,461,592 to maintain athletic fields for all elementary and middle schools by mowing 28 times per year, aeration, and full seeding. In FY 2006 funding of \$661,591 was redirected from the Department of Community and Recreation Services (DCRS) into this program for an expansion of school field maintenance.
- \$840,000 to fund ADA requirements to retrofit various Park Authority facilities

Board Agenda Item
September 28, 2005

- \$2,221,641 for continued maintenance planning and design for Laurel Hill Maintenance
- \$481,169 for Synthetic Turf Field Development. The funding was transferred from DCRS in FY 2006.
- \$4,039,000 for Laurel Hill Sportsplex
- \$160,000 additional need for trail maintenance and the Cross County Trail

FISCAL IMPACT:

The County's cost of the Fund 303 allocation request for the Park Authority is \$14,029,663 for FY 2007.

ENCLOSED DOCUMENTS:

Attachment 1: County Construction Fund (303) – FY 2007 Issues

Attachment 2: Character 60 – Detailed Summary

STAFF:

Michael A. Kane, Director

Timothy K. White, Deputy Director

Miriam C. Morrison, Director, Administration Division

Seema Ajrawat, Fiscal Administrator

Susan Tavallai, Senior Budget Analyst

INFORMATION - 1

FY 2005 Year-End Reports for Fund 001, General Fund and Fund 170, Park Revenue Fund

The FY 2005 Carryover Review approved by the Park Authority Board on July 13, 2005, included preliminary FY 2005 Revenues and Expenditures for the General Fund (001) and the Park Revenue Fund (170). Final FY 2005 financial reports are now available for each of these funds.

The Revised Operating Budget for General Fund (001) was \$23,154,114. Of this, \$23,063,015, (99.61%) was expended. The revised General Fund budget for revenue was \$2,569,579 for fees associated with the Leisure Enterprise program for the Park Authority. Actual fee income was \$2,455,045 which is 4.46% lower than projected.

The Park Revenue Fund (170) reflected year-end gross revenue of \$28,917,959. Year-end expenditures amounted to \$28,053,438. The Net Revenue at year-end was \$864,521, without the impact of deferred revenue. The impact of deferred revenue for this fiscal year was a reduction of \$470,205 to total revenue. Net Revenue, with the effect of deferred revenue, was \$394,316.

(This item was reviewed by the Budget Committee on September 14, 2005 and approved for submission to the Park Authority Board.)

ENCLOSED DOCUMENTS:

Attachment 1: Fairfax County Park Authority General Fund (001), Revenue and Expenditures - As of June 30, 2005

Attachment 2: Fairfax County Park Authority Park Revenue Fund (170), Revenue and Expenditures - As of June 30, 2005 (Re-distributed in its entirety with changes.)

Attachment 3: Fairfax County Park Authority, FY 2005 Year End Report Graphic Presentation (Re-distributed in its entirety with changes.)

Board Agenda Item
September 28, 2005

STAFF:

Michael A. Kane, Director

Timothy K. White, Deputy Director

Miriam C. Morrison, Director, Administration Division

Seema Ajrawat, Fiscal Administrator

Susan Tavallai, Senior Budget Analyst

INFORMATION - 2

FY 2007 Budget Submission, Fund 370, Park Authority Bond Construction

With regard to Fund 370, Park Authority Bond Construction, the Park Authority had a total of \$75,000,000 in authorized bond sales for parkland acquisition and development from the 1998 Park Bond Program. Bond sales to date from the 1998 Park Bond Program total \$75,000,000 with the last \$10,070,000 sold in the fall of 2004. The Park Authority had \$20,000,000 approved as part of the fall 2002 Bond Program. Bond sales to date total \$20,000,000 with the last \$3,850,000 sold in the fall of 2004.

In addition, the Park Authority had \$65,000,000 approved as part of the fall 2004 Park Bond Program. As part of FY 2005 Third Quarter Review, the Park Authority had appropriated \$5,000,000 in Athletic Fields, \$1,600,000 in Infrastructure Renovations, \$3,000,000 in Trails and Stream Crossings, \$1,000,000 in Natural/Cultural Resources, \$5,000,000 in Community Parks/Courts, \$5,000,000 in Building Renovation/Expansion, and \$6,000,000 in Land Acquisition for a total of \$26,600,000 from the fall 2004 Bond Program. As part of FY 2005 Carryover, the Park Authority requested that \$3,593,000 in Athletic Fields, \$1,612,000 in Infrastructure Renovation, \$1,895,000 in Trails and Stream Crossings, \$2,830,000 in Natural/Cultural Resources, \$4,426,000 in Community Parks/Courts, \$12,834,000 in Building Renovation/Expansion, \$6,760,000 in Land Acquisition, and \$4,450,000 in Building New Construction for a total of \$38,400,000 from the fall 2004 Bond Program be appropriated. This resulted in the full complement of \$65,000,000 from the fall 2004 Bond Program being appropriated. Bond Sales to date from the 2004 Park Bond Program total \$15,000,000 from the summer of 2005, leaving a remaining balance of bond funds to be sold in the amount of \$50,000,000.

The Park Authority had a balance of \$20,121,824 at the conclusion of FY 2005 in Fund 370, Park Authority Bond Construction. Based on the beginning balance of \$20,121,824, and bond sales in the amount of \$65,000,000, the total for FY 2006 is \$85,121,824 to expend in the Capital Improvement Program for parkland acquisition, development and renovation for Fund 370, Park Authority Bond Construction. These funds represent the full appropriation of funds from the 1998, 2002 and 2004 Park Bond Program.

- | | |
|--|---------------------|
| • Remaining Balance | \$20,121,824 |
| • 2004 Park Bonds sold to date | \$15,000,000 |
| • Remaining 2004 Park Bonds to be sold | <u>\$50,000,000</u> |

Board Agenda Item
September 28, 2005

FY 2006 Total
\$85,121,824

The Park Authority submission of the FY 2007 Park Authority Bond Construction Fund to the Department of Management and Budget will reflect the current FY 2006 appropriation. No new funding is requested since all authorized park bond funds have been appropriated. **(This item was reviewed by the Budget Committee on September 14, 2005 and approved for submission to the Park Authority Board.)**

FISCAL IMPACT:

The FY 2005 Carryover appropriation request for Fund 370, Park Authority Bond Construction is \$85,121,824.

ENCLOSED DOCUMENTS:

Attachment 1: FY 2007 Fund Statement of Capital Projects - Fund 370, Park Authority Bond Construction

STAFF:

Michael A. Kane, Director

Timothy K. White, Deputy Director

Lynn S. Tadlock, Director, Planning and Development Division

Thaddeus D. Zavora, Manager, Financial Planning Branch

Michael Baird, Management Analyst, Financial Planning Branch

INFORMATION - 3

FY 2007 Budget Submission, Fund 371, Park Capital Improvement Fund

Fund 371, Park Capital Improvement Fund is the fund for money received from grants, right-of-way fees, easements, proffers, donations, lease payments, interest on pooled investments and transfers from Fund 170, Park Revenue Fund. These funds are used for capital improvements for revenue facilities and park sites where grants, proffers and donations have been received for specific park improvements.

The Park Authority had a balance of \$14,805,853 at the conclusion of FY 2005. As part of this ending balance, the Park Authority received \$2,864,571 in grants, easement fees, proffers, donations, lease payments, interest on pooled investments, transfer from Fund 170, Park Revenue Fund, and a transfer from Fund 001, General Fund. Based on the beginning balance of \$14,805,853, a \$370,000 grant awarded by the Commonwealth of Virginia Transportation Board for Stratton Woods Park, plus a \$210,000 transfer from Fund 170 (Park Revenue Fund), the total for FY 2006 is \$15,385,853. With the reserve set aside for the Golf Revenue Bond in the amount of \$700,000, the reserve set aside for the maintenance and renovation of revenue generating facilities in the amount of \$1,666,099 and the Lawrence Trust Reserve in the amount of \$1,507,926, the available balance for expenditure on capital projects is \$11,511,828. This amount is based on the FY 2005 Carryover approval by the Board of Supervisors on September 12, 2005.

• FY 2005 Remaining Balance	\$14,805,853
• Receipt of Grant	370,000
• Transfer In: Park Revenue Fund	210,000
• Capital Reserve for Golf Courses	(700,000)
• Capital Reserve for Maint/Renov of Revenue Facilities	(1,666,099)
• Lawrence Trust Reserve	<u>(1,507,926)</u>
 FY 2006 Total Available	 \$11,511,828

The Park Authority submission of the FY 2007 Capital Budget to the Department of Management and Budget will reflect the current FY 2006 appropriation and not request additional funds for FY 2007. Fund 371 receives its appropriation at the end of the fiscal year as part of the Carryover Review. Any funds received during the current fiscal year will be appropriated during the next Carryover Review in September 2006.

Board Agenda Item
September 28, 2005

Attached is the fund statement for Fund 371, Park Capital Improvement Fund. **(This item was reviewed by the Budget Committee on September 14, 2005, and approved for submission to the Park Authority Board.)**

FISCAL IMPACT:

The FY 2005 Carryover appropriation request for Fund 371, Park Capital Improvement Fund is \$11,511,828. Funds received during FY 2006 will be requested to be appropriated as part of the FY 2006 Carryover Review. Therefore, no additional funds will be requested to be appropriated in FY 2007.

ENCLOSED DOCUMENTS:

[Attachment 1: FY 2007 Fund Statement of Capital Projects - Fund 371, Park Capital Improvement Fund](#)

STAFF:

Michael A. Kane, Director
Timothy K. White, Deputy Director
Lynn S. Tadlock, Director, Planning & Development Division
Thaddeus D. Zavora, Manager, Financial Planning Branch
Michael Baird, Management Analyst, Financial Planning Branch